



Worplesdon Primary School (WPS) Covid-19 September 2020 Reopening Risk Assessment

Executive summary

- 1 This risk assessment has been completed for Worplesdon Primary School. It is an assessment of the risks associated with reopening full on-site provision for all from September 2020, including before and after school clubs (the 'extended school day'). This supersedes the earlier 'Recovery Phase' risk assessment published by WPS in June.
- 2 In conducting this risk assessment, school leadership have taken full consultation of external and internal views. The Figure 1, below, describes just a summary of this process **which has not substantively changed** from the previous risk assessment undertaken in June 2020 for the phased return to school of the children of Key Workers and those in Years 6, 1 and reception: the sources used, the risk assessment categories, and the resulting outputs when the risk mitigation have been applied to balance the safety of staff and pupils with the ambition to increase on-site school provision.
- 3 The **main changes** to the sources used by this risk assessment are:
 - 3.1 The release of the document 'Guidance for full opening: Schools' published by the Department for Education on the 2nd July and available at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
 - 3.2 The release of an updated risk template 'Surrey Exemplar COVID-19 Risk Assessment Template v2 6 July 2020' by Surrey Alliance for Excellence (SAfE) on 6th July 2020. The main changes to the SAfE exemplar document surround the areas of **prevention** and **response to infection**.
 - 3.3 The publication by the DfE on 10th July 2020 of guidance on protective measures for out-of-school settings (available at <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#risk-assessment>)
- 4 The risk assessment has been completed by school leadership and has the full support of the Governing Board
- 5 The underlying principle of the school's risk assessment is to open fully, given the revised guidance from the Department for Education which has now determined that risk will be minimised by following a set of key safety measures.
- 6 It is school leadership and the Boards position that while advice and guidance from the Department for Education shall be followed, the school will operate a **cautious approach** particularly in identifying and managing any suspected cases of Covid-19 within the school population.
- 7 As previously, the risk assessment has brought to light risks to safety that may be minimised but not eliminated. The school aims to adopt recommended new guidance with regard to sizes and operation of 'bubbles', practical physical distancing and direction, and a focus on sanitisation and cleaning.
- 8 **The school's recommendation is to:**
 - 8.1 The school will open to all children from Thursday 3rd September with the exception of reception children who will follow their normal staggered entry.
 - 8.2 Bubbles / classes of 30 will be maintained with a teacher and teaching assistant in each bubble / class. Drop off and pick up times will be staggered to ensure social distancing can be maintained. Specialist teachers will be used to cover PPA with teachers entering into classroom bubbles but maintaining social distancing as much as possible. The head teacher and deputy head teacher will remain non-teaching with 2 HLTAs providing cover as necessary.

The cleaning team will continue to clean at midday, as well as the end of the day. Equipment will continue to be deep cleaned before being passed to another bubble / class of children.
 - 8.3 Changes to normal routines include:
 - i) Assemblies will be live streamed using Google Meet to avoid children mixing across bubbles / classes in the school hall

- ii) Playtimes will be staggered and each bubble / class will be allocated a zone and equipment to play with. Bubbles /. Classes will not mix.
- iii) Lunchtimes will be staggered and each bubble / class will be allocated a zone and equipment to play with. Children will eat lunches in their classrooms. School lunches will be delivered to the classrooms. Classes will not mix.
- iv) Moving around the school, will be avoided however, to avoid bubbles / classes mixing when moving to and from their classrooms, one way systems will be followed as well as adhering to social distancing rules.

8.4 When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to book a test. If the test is negative, they feel well and no longer have symptoms, they can stop self-isolating. If they test positive, they must self-isolate for at least 7 days from the day they started showing symptoms. Their household members should self-isolate for 14 days.

When a pupil or staff member test positive, school leadership must contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

8.5 Breakfast and After school clubs will commence from Thursday 3rd September. An FAQ has been provided describing these arrangements, and the risk assessment has considered school numbers, the spread of pupils across year group bubbles, and physical facilities and process. Bubbles will be up to 15 with one or two members of staff and will occur in the hall or designated classroom.

9 We will adopt a cycle of constant reviews of processes and risk and continue to operate along these guidelines where leadership and the Board are satisfied that it can continue without compromising the safety of pupils or staff

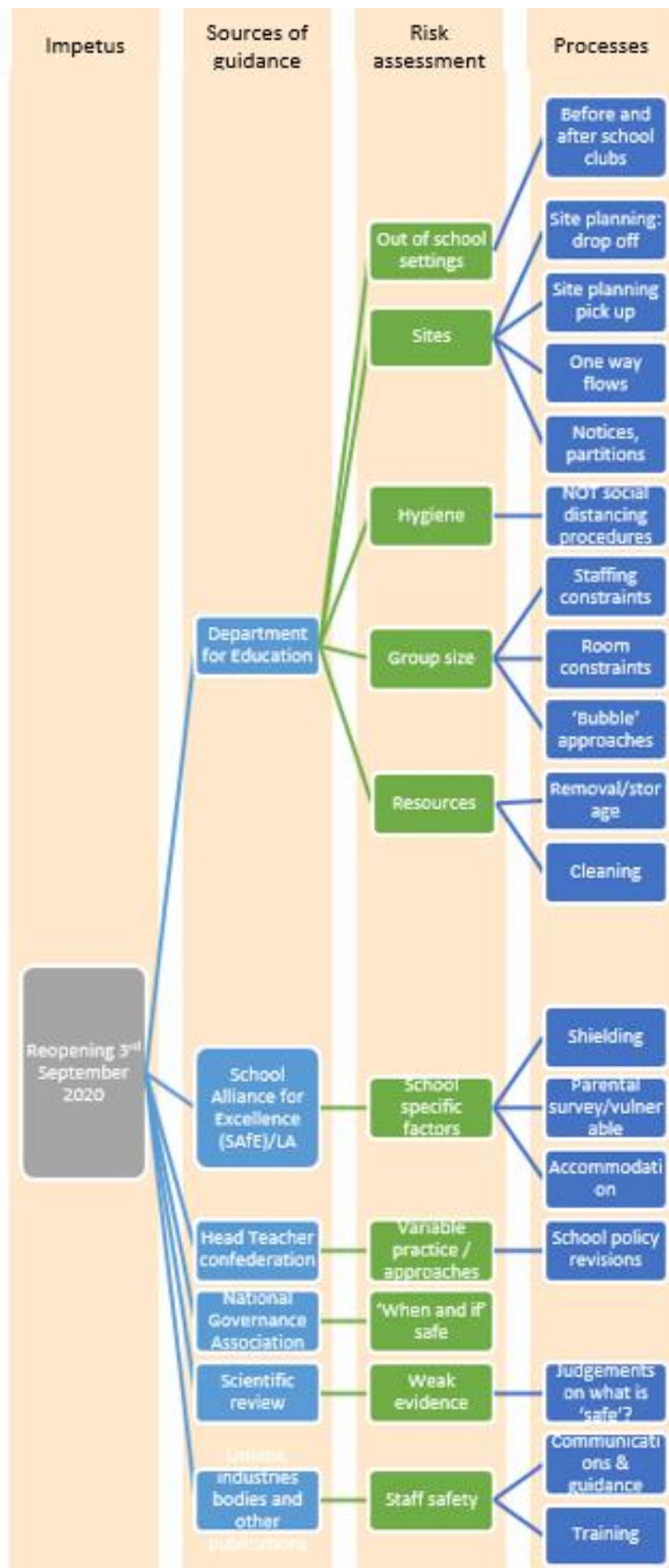


Figure 1 Risk Assessment sources, categories and outputs

Worplesdon Primary School Risk Register

#	Risk description	Prob	Seve rity	Risk Mitigation	Risk categ ory follo wing mitig ation	Notes
1	Increase of chance of a staff member contracting Covid-19	Medi um	High	See SAfE exemplar v2 UPDATE 10/7/2020, version 2 of this document has enhanced guidance on both prevention and response	Medi um	With challenges to social distancing in a primary setting, with no PPE for pupils or staff, and the constraints on cleaning and space this risk can only be minimised to a certain degree.
2	Increase of chance of pupils contracting covid-19	Low	Medi um	See SAfE exemplar v2 UPDATE 10/7/2020, version 2 of this document has enhanced guidance on both prevention and response	Low	With challenges to social distancing in a primary setting, with no PPE for pupils or staff, and the constraints on cleaning and space this risk can only be minimised to a certain degree. However, scientific studies currently suggest children are less likely to contract Covid-19 and their symptoms may be mild.
3	Increase of chance of asymptomatic spreading of virus to parental and wider community	Low	High	See SAfE exemplar v2 UPDATE 10/7/2020, version 2 of this document has enhanced guidance on both prevention and response	Low	While international studies are still attempting to understand transmission, including the possibility of airborne transmission, it is believed low at this time.
4	In-school provision differs from at-home provision and creates a two-tier education system	Medi um	Medi um	Continue to offer online learning, with revised parental expectations on marking and feedback. Consider live streaming inputs or other relevant technical approaches. Revise home learning to match in school processes for covid-19 content. UPDATE 10/7/2020, this risk is has changed to reflect the fact that all children shall be expected at school. However, online provision will still be supported for those children who are required to be at home due to self-isolation.	Low	The school does not believe that diverting to Oak Academy or similar is sufficient for the learning needs of our pupils
5	Anxiety and mental health issues increase in staff or pupils regardless of contracting Covid-19	Medi um	Low	Listen to, and understand staff needs. Given the limited ability to reduce direct risks without social distancing, take the action to only return limited numbers of pupils until such time that the science is better proven or vaccine is available UPDATE 10/7/2020 Where appropriate follow any suggestions which are made to further minimise risk of transmission.	Medium	
6	Risks 1 and 5 may contribute to the reduction of staffing levels which may have numerous consequences from a education and safeguarding	Medi um	High	Mitigations are within Risks 1 and 5.	Low	

perspective.
Irrespective, DSL and safeguarding requirements must be met

7	Should an increase in provision not be able to occur in-school, pupils wellbeing and learning may continue to be not at the same level as if in school	High	Low	Continue to develop high quality online and distance learning provision and ensure provision in school confers equitable provision with those at home as far as it is possible to do so UPDATE 10/7/2020, While the school has made great strides in the use of technology, this risk in a general is not relevant to September 2020 and is closed.	Low	
8	Pupil or staff member suffers allergic reaction from exposure to increased use of cleaning chemicals around learning environment (including asthmatic reactions to cleaning product vapour or dermatological reaction due to use of hand sanitisers)	High	Medium	Ensure all purchased cleaning fluids are suitable for use in classroom and used appropriately. All chemicals stored safely. Staff wear gloves when using products. Suitable ventilation when used. Consider risk to asthmatics. Have available hand cream for use after hand sanitiser.	Low	Discussion held with responsible staff the possibility of hand moisturisers for use after washing hands to help prevent red/raw skin from over-washing. School indicated the pupil allergy list would be revisited to refresh on any pupils with known chemical related allergies.
9	Shortage of cleaning products and PPE (gloves)	Medium	High	Accurately estimate future needs and build suitable stock ahead of re-opening. Monitor usage rates and order ahead. Be aware of national/local shortages and plan appropriately. Consider supplementing from local supply base (supermarkets etc.). Assign support staff member to monitor daily/weekly as appropriate. Avoid purchase of non-standard products with unknown composition.	Low	Likely to continue to be an ongoing issue as more workplaces open, each with increased cleaning requirements. School currently has a good supply of all cleaning, hygiene and PPE equipment. Supplies have been readily available as and when needed from the school's normal supplier. Some hand sanitiser in specific sizes has been a challenge, but alternatives have been found. Utilisation of local relationships, i.e. Freemantles, for additional PPE equipment has been utilised. School currently does not envisage supply being a problem. Matter to be monitored as more public places reopen and demand increases.
10	Mixing pupils in Before and After school club bubbles and their class bubbles increases risk of transmission	Medium	High	The school is following all government guidance to keep children safe. This includes reducing the bubble size (to 15) and avoiding mixing those between bubbles. Resources may be classified as individual or resource based, with appropriate cleaning. Drop off and pick up is via separate entrance. Each bubble will have separate breakfast and after school snack (individually wrapped and prepared on site with appropriate PPE)	Low	

Surrey Schools Alliance for Excellence (SAfE) Risk Exemplar v1

Risk	Exemplar text (Actions or Mitigations)	WPS risk responses, where different
Awareness of and adherence to policies and procedures	Health and Safety Policy has been updated in light of the COVID-19 advice	Covered by Policy Focus Group
	All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - First Aid Policy	Covered by Policy Focus Group
	All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Covered by Policy Focus Group
	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Covered by Policy Focus Group
	The school keeps up-to-date with advice issued by, but not limited to, the following: - DfE; NHS; Department of Health and Social Care; PHE	Covered by Policy Focus Group
	Staff are made aware of the school's infection control procedures in relation to coronavirus via email;	Covered by Policy Focus Group
	Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	Covered by Policy Focus Group
	Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;	Covered by Policy Focus Group
	The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	Covered by Policy Focus Group
Implementing social distancing	Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines	Covered by Sites Focus Group
	Classrooms and other learning environments are organised to maintain space between seats and desks where possible;	Covered by Sites Focus Group
	The timetable is revised to implement where possible,: o Plan for lessons or activities which limit movement between areas; o Maximum number of lessons or classroom activities which could take place outdoors; o Staggered assembly groups; o Break times (including lunch) are staggered so that all children are not moving around the school at the same time; o Drop-off and collection times are staggered; o Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; o Small groups of children are together throughout the day and avoid mixing with larger groups of children;	Covered by Sites Focus Group

	Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere	Covered by Sites Focus Group
	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed;	Covered by Sites Focus Group
	Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;	Covered by Sites Focus Group
	The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days	Covered by Sites Focus Group
	Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;	Covered by Sites Focus Group
	Mixing within education or childcare setting is minimised by: o accessing rooms directly from outside where possible; o considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; o staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms; o The number of children using the toilet at any one time is limited;	Covered by Sites Focus Group
	The use of shared space such as halls is limited and there is cleaning between use by different groups;	Covered by Sites Focus Group
	The use of staff rooms and offices is staggered to limit occupancy	Covered by Sites Focus Group
Hygiene practice	The COVID-19: cleaning of non-healthcare settings guidance is followed	Confirmed the cleaning team is aware of the guidance and understands their additional responsibilities. The team have been encouraged to feedback if there is anything they feel can't be cleaned sufficiently.
	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments;	Display diagrams showing handwashing and sanitising as aide memoir. Confirmed a member of office staff has been tasked with coordinating the signage/diagrams, with a target of 1st June to have all posters in place. UPDATE 10/07/2020 touch free hand sanitiser is now installed in school entrance
	Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Ensure that children do not have unsupervised access to cleaning products and hand sanitisers and do not lick hands when covered in sanitiser. This will be done as part of the cleaning team's responsibilities. JI confirmed they have a list to work from as well as already being familiar with the school in terms of base line cleaning.
	All adults and children are told to: - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Display diagrams showing handwashing and sanitising as aide memoir. Member of office staff has been tasked with coordinating the signage/diagrams, with a target of 1st June to have all posters in place.
	Help is available for children and young people who have trouble cleaning their hands independently;	Staff in bubbles to support this, along with the diagram aide memoirs.

Young children are encouraged to learn and practise these habits through games, songs and repetition;

Staff in bubbles to support this.

Bins for tissues are emptied throughout the day;	Bins to be emptied at mid-day clean and end of day clean. Bubble staff to communicate with site manager if any further rounds are needed, e.g. if paper towels overflow due to frequent hand washing.
The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;	Staff in bubbles to support the message of not sharing if possible. Disinfectant wipes to be provided to older year groups to assist in cleaning these items.
Play equipment is cleaned between uses and not used simultaneously by different groups;	J1 confirmed cleaning team are aware of equipment to be cleaned.
The amount of shared resources that are taken and brought in from home is limited;	Covered in FAQ communications with parents.
All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;	Necessary as well if high level of cleaning product usage.
Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Need to ensure safe and secure methods of door propping that do not add additional risk (trapped fingers).
Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.	Display diagrams showing handwashing and sanitising as aide memoir. Member of office staff has been tasked with coordinating the signage/diagrams, with a target of 1st June to have all posters in place.
Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.	As per FAQs staff in bubbles will build this into the daily routine.
Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to	Ensure that children do not have unsupervised access to cleaning products and hand sanitisers and do not lick hands when covered in sanitiser. Recommend sufficient supplies for each bubble are kept securely within easy reach of the bubbles to prevent having to move throughout the school.
Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.	
Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Confirmed there are currently a good stock of supplies on hand and more are ordered weekly from the supplier. Hand sanitiser slightly less readily available in the sizes needed, although an order is expected in early June. In the meantime, the school has large containers of hand sanitiser to refill empty bottles around the school.
Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	Confirmed no bar soap is being used. Dispensers are being used throughout the school. In addition, an automatic hand sanitiser dispenser has been ordered for the front entrance of the school, including a diagram board with instructions on how to effectively use the sanitiser.

	Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.	As per FAQs staff in bubbles will build this into the daily routine.
	Pupils do not share cutlery, cups or food.	22/5/20 Newsflash communicated how school dinners will be run, and JI also confirmed. All disposable plates/cutlery. No salad bar or shared water jugs. Children to bring own water bottles (as communicated in FAQs).
	All utensils are thoroughly cleaned before and after use.	
	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Check you have MSDS documentation for all newly purchased cleaning products. Check their safety for usage with young children or increased exposure for cleaning staff.
	The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk	Deep clean to be completed by 1 June before pupils return. School indicated cleaning team has been briefed on enhanced cleaning and they understand their responsibilities. However, there is a need for further cleaning staff in order to ensure sufficient resources to meet demand from 1 June onwards. This is currently being looked into. Site manager to prioritise assisting with mid-day clean. Impact of this is other site duties that would have otherwise been conducted at that time will be delayed. Workload of cleaning staff (and site manager) to be monitored.
Ill Health	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Covered by Policy Focus Group
	Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.	Covered by Policy Focus Group
	Where the school nurse is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.	Covered by Policy Focus Group
	Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.	Covered by Policy Focus Group
	The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.	Covered by Policy Focus Group
	The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Covered by Policy Focus Group
	Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.	Covered by Policy Focus Group
	Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.	Covered by Policy Focus Group
	Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.	Covered by Policy Focus Group

	If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.	Covered by Policy Focus Group
	Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Covered by Policy Focus Group
	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.	Covered by Policy Focus Group
Spread of infection	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	Covered by Policy Focus Group
	Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.	Covered by Policy Focus Group
	Pupils clean their hands after they have coughed or sneezed.	Covered by Policy Focus Group
	Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	Covered by Policy Focus Group
	Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.	Covered by Policy Focus Group
Management of infectious diseases	Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff/school nurse.	Covered by Policy Focus Group
	The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	Covered by Policy Focus Group
	Social distancing measures are implemented as much as possible	Covered by Policy Focus Group
	There are plans in place for the movement of children around the school (as above)	Covered by Policy Focus Group
	The timetable is adapted to stagger play and lunch times (as above)	Covered by Policy Focus Group
	The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Confirmed this is being done. Cleaning team understand new measures required and are encouraged to feedback on any challenges they incur. Staff encouraged to feedback to JI if they notice anything has been missed.
Parental Engagement	Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;	Covered by Comms Focus interview
	Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Covered by Comms Focus interview
	Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Covered by Comms Focus interview
Communication	Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection	Not covered by the FAQs, as school believes widespread knowledge of the overall government advise to self-isolate upon showing symptoms. However, an ongoing reminder of this to be guidance is to be added to the Newsflash. School to add Covid 19 guidance text to electronic visitor sign-in form. Posters at visitor entrance will also communicate not to enter if showing symptoms. School is trying to minimise number of physical visitors, instead looking at alternative where possible, such as video meetings.

	The designated member of staff/school nurse reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure;	Confirmed this is covered in revised staff training and staff are aware to immediately report to headteacher (or nominated deputy if headteacher not present) any suspected cases
	The headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.	Head teacher aware
	Schools contact their Area Schools Officer if there are any specific recommendations for their school;	Head teacher aware
	Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;	FAQ document to be updated with any changes. Updated sections will be highlighted in ParentMail. In the event of a significant change which needs urgent distribution, emergency text system would be used.
	There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; JF Added - Parents or carers have not read the FAQs, therefore not aware of latest information and what to expect.	School confirmed dialogue already started with suppliers who will be integral to expanded opening School are investigating setting up a form sent via ParentMail for parents to confirm they had read and acknowledge the new Covid rules, plus their children have watched the shared assembly video. FAQs will also be shared on website, aim to publish week commencing 25th May.
	JF Added - Keep local community informed of reopening plans, reducing doubt/speculation	Confirmed that FAQ document and cover letter will be shared with and distributed amongst Fairlands residents group.
	Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.	Confirmed
Partial school closure	The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;	Historical
	Pupils working from home are assigned work to complete to a timeframe set by their teacher;	Historical
	The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;	Historical
	The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;	Historical
	The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;	Historical
	The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;	Historical

	The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.	Historical
	The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close;	Historical
	The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.	Historical
Emergencies	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Business as usual
	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Business as usual
	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Business as usual
	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Business as usual
Managing School Transport	Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Business as usual
	Transport arrangements are organised to cater for any changes to start and finish times;	covered by sites and comms focus groups
	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	covered by sites and comms focus groups
	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	covered by sites and comms focus groups
	Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	covered by sites and comms focus groups

Surrey Schools Alliance for Excellence (SAfE) Risk Exemplar v2 (6th July 2020)

	Recommended controls/Mitigation and Protective Measures	WPS Response
Awareness of and adherence to policies and procedures	<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Minor amendments noted

	<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	<ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy 	<p>Extension to previous guidance, in line with new guidance issued by DfE on 2nd July. WPS have reviewed and is putting in place amendments to process to comply with this exemplar.</p>

	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance 	
<p>Prevention</p> <p>2. Good hand hygiene practice</p>	<ul style="list-style-type: none"> Special settings will support pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. Special education settings will consider what frequency of hand washing is best for which pupils and staff, and incorporate time for this in timetables or lesson plans. Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	<p>Extension to previous guidance, in line with new guidance issued by DfE on 2nd July. WPS have reviewed and is putting in place amendments to process to comply with this exemplar, in particular with the operation of the new COIN centre on site.</p>
<p>Prevention</p> <p>3. Good respiratory hygiene</p>	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	<p>Extension to previous guidance, in line with new guidance issued by DfE on 2nd July. WPS have reviewed and is putting in place amendments to process to comply with this exemplar.</p>
<p>Prevention</p> <p>4. Enhanced cleaning</p>	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. Different groups/ "Bubbles" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. The COVID-19: cleaning of non-healthcare settings guidance is followed. Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	<p>Noted increased frequency of cleaning and specific areas, which were all previously captured by WPS practice. Budget pressures for school as no additional funding is provided.</p>
<p>Prevention</p> <p>5. Minimise contact</p>	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; The feasibility of keeping distinct groups separate while offering a broad curriculum 	<p>New guidance. WPS have conducted initial planning to comply with the exemplar practice, noting that exact implementation will be a factor of school specific information, such as physical facilities and staffing. Risks arising shall be assessed when the</p>

	<p>More information on groups can be found in COVID-19: Guidance for full opening</p> <ul style="list-style-type: none"> • Maintaining distance or forming bubbles could be particularly difficult in special settings, particularly given the need for staff to administer care support and provide therapies to the pupils attending. However, the average number of pupils attending a special school or SPI is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual. • Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. This is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational and care support should be provided for these pupils as normal, with other increased hygiene protocols in place to minimise risk of transmission • Settings will assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. • If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. • Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Older pupils with less complex needs should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Large gatherings such as assemblies are avoided, and groups kept apart. • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; ○ Staggered assembly groups; ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; ○ Drop-off and collection times are staggered and communicated to parents; ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; • Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; • Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; ○ The number of pupils using the toilet at any one time is limited; • The use of shared space such as halls is limited and there is cleaning between use by different groups; 	<p>detailed planning is available, and be part of the ongoing, weekly, risk assessment process at WPS.</p>
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	<ul style="list-style-type: none"> • The use of staff rooms and offices is staggered to limit occupancy. • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. • Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. • Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place • Some pupils with EHC plans will need preparation for their return to full provision. Visits to the setting, social stories, and any other approaches that settings may be introduced to support their return. 	
<p>Prevention</p> <p>6. Where necessary, wear PPE</p>	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • When working with pupils who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. • Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance 	<p>WPS noted</p>
<p>Response to infection</p> <p>7. Test and trace</p>	<ul style="list-style-type: none"> • NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. 	<p>WPS notes this new information concerning Test and Trace that is advisory of process, rather than a direct statement of Risk. It is a mitigation to our risks already noted in the WPS risk register.</p>

	<ul style="list-style-type: none"> The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. If someone test positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days. 	
Response to infection 8. Managing confirmed COVID-19 cases	<ul style="list-style-type: none"> Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum 	WPS notes this additional risk mitigation / process guidance relating to case management, and has ensured its processes have been updated.
Response to infection 9. Contain any outbreaks	<ul style="list-style-type: none"> If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum 	WPS notes this additional risk mitigation / process guidance relating to case management, and has ensured its processes have been updated.
Emergencies	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Previously noted
Managing School Transport	<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible. 	Previously noted

	<ul style="list-style-type: none"> • Parents and pupils are discouraged from using public transport, where possible particularly during peak times. • For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. • Where possible, transport arrangements are organised to cater for any changes to start and finish times. • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus. • Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers. • Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	
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Department for Education Planning List 14th May



Guidance

Planning guide for primary schools

Published 14 May 2020

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

- [1.Preparing the site](#)
- [2.Reviewing your staff for availability in school](#)
- [3.Familiarise yourself with the maximum safe group size](#)
- [4.Creating and staffing your temporary teaching groups](#)
- [5.Practical steps to reduce risk](#)
- [6.External support for SEND and behaviour](#)
- [7.Changes to routines for staff and pupils](#)
- [8.Communicating with staff](#)
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- [10.Managing pupil and staff wellbeing and mental health](#)
- [11.Planning what to teach, and how](#)
- [12.Remote education during wider opening](#)

Policy Focus Group Minutes

**WPS Governor Focus Group Meeting -
Policy**

Attendees Laura Bassett-Cross (LBC) Steve Pitman (SP) Ann
Weller (AW) Rachel Sherlock (RS)
Date Friday 22nd May 10.00am -11.00am
Location Google Meet call

Aim The purpose of the meetings was for the governors to review and amend as necessary school policies to ensure the school is ready to re-open as part of the release of lockdown measures relating to the COVID-19 global pandemic.

Summary All appropriate policies were discussed. Questions were discussed and actions taken are documented below. Governors, KOB and LBC are satisfied with the amendments made.

Policy	Discussion/Action
Safeguarding	KOB and staff reviewed the policy at the beginning of lockdown using guidance from Surrey. This addendum was circulated and discussed with staff and Governors and the addendum published on 20.03.2020.
Behaviour	KOB received guidance from Surrey on 22.05.2020. KOB wrote the addendum RS reviewed. This was circulated and discussed with staff on 27.05.2020
Health and Safety	SP reviewed the policy with Jenny Ireland prior to the meeting. Any points raised were discussed by the focus group. LBC provided feedback on actions taken to ensure the points were addressed. Governors were satisfied that this policy was robust and appropriate for Covid-19 re-opening
First Aid	Initially reviewed by SP, LBC confirmed answers to points raised. Governors were satisfied that this policy was robust and appropriate for Covid-19 re-opening
Feedback and Marking	Reviewed by focus group. Amendments made regarding staff in school providing live verbal feedback during lessons as opposed to physically marking children's books. This is in line with social distancing guidance and to reduce risk to staff/pupils of cross contamination of resources. Shared with staff on 31.05.2020
Infection Control	KOB received guidance from Surrey regarding this policy. This informed adjustments to WPS policy. Staff made aware of procedures with special attention given to frontline office staff who would be most at risk when dealing with suspected Covid-19 infection.

Site Focus Group Minutes

WPS Governor Focus Group Meeting - Site

Attendees	Kareen O'Brien (KOB), Jenny Ireland (JI), Ginny Willis (GW), Neil Monro (NM)
Date	22/5/2020 1.30-2.15pm
Location	Google Meet Conference Call

Aim	The purpose of the meetings was for the governors to ask questions about the new processes and procedures that have been put in place to enable the school to re-open as part of the release of lockdown measures relating to the COVID-19 global pandemic.
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Summary	All questions and clarifications from the governors were covered by KOB and JI and governors are satisfied with the responses and that the identifiable risks have been mitigated appropriately. The questions and responses are documented below.
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Minutes

KOB gave introduction on current status of site and other meetings that have taken place.

Questions	Responses
How will Parents and Carer be able to safely drop off their children to school, observing social distancing?	Staggered drop off and collection times. Adequate signage being produced to clearly label the way in and out of the school site with reminders to observe 2 metres social distancing. Staff to monitor the flow of children and parents. Essential that everyone keeps moving steadily through the route way with support for any children who are showing signs of anxiety and distress.
How will pupils and staff safely move around the communal areas of the school including the corridors and the two floors in the Aviary Building?	A one-way system has been devised for those using the Aviary Building. The main entrance will be the way in and those using the first floor will use the stairs to the right of the entrance. The stairs at the end of the first floor will be the exit and everyone will exit through the door at the back of the building. There will also be signage throughout the school to remind everyone. Bubble Groups will not be using the corridors and use of the hall will be by allocated time slots. Lunch will be in classrooms and those having a school lunch will have their lunch collected by a staff member from their Bubble Group on a tray with Happy Meal style boxes. The trays will

	then be returned to the kitchen for cleaning by the same member of staff. Accessing toilets safely will be managed by having regular planned toilet breaks at prearranged times. Any extra toilet breaks needed will be managed by staff from that Bubble Group so that the correct social distancing is observed. External doors to bathrooms will be kept open so that everyone will not need to touch the door handle. Children will be encouraged to use thorough, regular hand washing to reduce the risk of infection. Facilities will be cleaned at different points in the day. Pupils will use outdoor exits to leave their Bubble Group Classrooms wherever possible.
How will it be managed when parents or carers may be late to collect their children?	Pupils will wait with staff in their Bubble Group Room until they are collected. Staff will make a planned individual rendezvous point for families where there are several pupils from the same family being collected.
How will staff using the communal tea/coffee making facilities in the staff room keep safe from contamination?	Staff will ensure that they wash hands and use hand sanitiser. This area is still under consideration. Suggestion that all staff mugs, crockery and cutlery are always washed in the dishwasher and not by hand. It may be sensible not to provide tea towels at this time to cut possible contamination.
Where will year 2 children be dropped off?	Bubble teacher will be waiting by the entrance to the year 1 and 2 classrooms in the corner of the infant playground nearest to the new structure by the old swimming pool.
Update to FAQ; in Pick up arrangements, the final question (5th question) should read "What do I do if I have more than one child to pick-up?"	Agreed, changed.
What are the separate arrangements for parents with siblings going to be for drop off and pick-ups?	This may be different for each family depending on the number of siblings, likely to have separate meeting points that are prearranged.
How will lateness be dealt with from the perspective of staff waiting at the gate?	No change to the process, gates closed at 9am. Any children arriving late will go to the office.
How many staff will be at the gate for drop-off to provide parents and children with extra support?	Kareen, Laura Bassett-Cross and Radhika Woodruff will be available at the school gate.
How are you dealing with children that may have a reaction to using hand gels?	Parents are expected to ensure children have washed their hands before coming to school. Hand washing is better than hand gel, which will be used as an extra protection. Children can bring in their own hand gel.
Will food allergies be taken into account for lunch options?	Yes, the same process as before will be in place in combination with the new process for lunches being provided to the bubbles.

How will packed lunch be dealt with in terms of school bags?	Lunch needs to be in a suitable bag. In addition, anything that is brought into school by children needs to be removed and taken home at the end of the school day.
Will windows be kept open to assist with ventilation?	Yes, all doors and windows will be kept open wherever possible and will be cleaned as part of the regular cleaning schedule.
How will job share teachers and TAs be utilised for teaching needs?	Given the goal that all children in school are full time, teachers and TA working part time will provide the support for home schooling and will not be part of the current in school bubble structure.
Where possible, will the school be providing outside learning?	Yes, as much outside learning as possible will be provided but with control to ensure that bubbles do not interact and social distancing is maintained.
If children are spending time outside, how will sun cream be reapplied?	No change to the process, children currently apply sun cream prior to coming to school and apply their own sun cream at school.
Are there any particularly disruptive children included in the first phase of children coming back to school?	In any instances like this there are on-going discussions with parents and Liz Earl-Smith (SENCO) and potential for part-time schooling.